

**FIRE RESCUE CAPTAIN  
(EMS Supervisor)**

**GRADE PS14**

*FLSA Status: Non-Exempt*

**GENERAL DEFINITION OF WORK:**

Performs complex protective service and intermediate administrative work providing administrative support and supervising and commanding fire and emergency medical services; does related work as required. Work is performed under emergency conditions and frequently involves considerable personal hazard. Work is performed under general supervision. Supervision exercised over station and/or division personnel.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Providing administrative support; supervising and commanding fire services, hazardous materials, tactical rescue, emergency medical response and station operations; training personnel; managing equipment, apparatus and station maintenance; maintaining records and files; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, organizes, directs, coordinates and evaluates the activities of the station/division to ensure consistency of policies and procedures; supervises other subordinate personnel in the resolution of difficult personnel and organizational issues; evaluates subordinates.
- Communicates with staff and volunteers and enforces department regulations, policies, and directives.
- Fosters volunteer involvement and membership to support a combination career and volunteer system.
- Cooperates with other units of the fire service and other County and state agencies to coordinate activities on the incident scene.
- Responds to fire, EMS and HazMat incidents providing and/or supervising activities for life, safety, incident stabilization and property/environmental conservation; acts as the initial incident commander.
- Responds to fire alarms; drives fire apparatus and/or operates fire pumps, fights fires and performs rescues and renders basic/advanced life support as required.
- Attends and assists in the instruction of departmental training.
- Completes and maintains accurate records of activities; conducts research and presents recommendations.
- Initiates repair and procurement of supplies as needed or in conjunction with agency policy.
- Responsible to establish a schedule that ensures the occurrence of daily, weekly and monthly inspections of emergency response vehicles, equipment and supplies for proper operation and readiness.
- Supervises pre-incident planning and inspections; supervises the processing and maintaining of fire incident report data.
- Assists in the formulation of annual operating budget.
- Ensures compliance with established patient care protocols in the EMS systems. Advises of any performance issues. Maintains communications with EMS systems representatives, medical director, hospital staff, pre-hospital care providers, volunteer and department leadership.
- Conducts training for basic and advanced life support topics. Monitors progress of personnel in achieving authorizations to functions as a released EMS provider. Ensures continuous improvement in all aspects of pre-hospital emergency care through direct field observation, review and Patient care documentation.
- Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles, practices, techniques and procedures of fire suppression, emergency medical operations, hazardous materials incident control and incident command; thorough knowledge of department rules and regulations; thorough knowledge of the physical layout of the County and the location of important buildings; thorough knowledge of supervisory principles and practices; ability to effectively supervise others in routine and emergency operations; ability to initiate and maintain reports and department records; ability to establish and maintain effective working relationships with associates and the general public.

**EDUCATION AND EXPERIENCE:**

High School Diploma/GED, have one year career experience with the Department as a Lieutenant or any combination of experience totaling five years as a career Firefighter/EMT, with at least two years as a career Lieutenant or higher and successfully complete the promotional assessment process. Career experience is defined as being employed by a public fire and rescue organization on a full-time basis. Must also have completed a course in English from an accredited institution of higher learning.

**PHYSICAL REQUIREMENTS:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, and repetitive motions; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information.

through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, night vision, peripheral vision, preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a self-contained breathing apparatus. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of Firefighter II, HazMat Operations, EMT-P, PALS/ACLS/ITLS Officer II, EVOC I/II/III, Driver/Pump Operator, VDFP HTR module 1, Firefighter Mayday Down and IS 100, 200, 300, 400, 700 and 800 certifications. Additionally, one advanced HTR course. Must meet and maintain minimum qualifications and certifications for position as established by the department. Must obtain Critical Care Paramedic with 2 years of appointment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks